

POLICE CAPTAIN

DEFINITION

Under direction, to manage, supervise and coordinate the personnel and activities of the Police Department; to assist in development and implementation of Police Department goals, objectives, policies and priorities; to coordinate assigned activities with other City departments, divisions and outside agencies; to serve as Acting Chief in Police Chief's absence; to provide responsible administrative support to the Police Chief; and to perform related work as required.

CLASS CHARACTERISTICS

This is a management classification and incumbents receive only general direction from the Chief of Police. Incumbents exercise direct supervision over sworn and non-sworn professional, supervisory, technical and clerical staff. The incumbent is accountable, through subordinate staff, for accomplishing all department goals and objectives.

EXAMPLES OF DUTIES (Illustrative Only)

- Assumes management responsibility for all services and activities within the Police Department which may include field operations, investigations, communications, public services and programs, and administration; recommends and administers policies and procedures
- Manages the development and implementation of division goals, objectives, policies, and priorities for assigned areas; establishes, within City policy, appropriate service and staffing levels; allocates resources accordingly
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of changes
- Represents the Police Department to other City departments, elected officials and outside agencies; explains, justifies, and supports Police Department programs, policies, and activities; negotiates and resolves sensitive, significant, and controversial issues
- Selects, trains, motivates, and evaluates Police Department personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures
- Plans, directs, and coordinates, through subordinate staff, the Department's work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures
- Manages and participates in the development and administration of the Department's budget; forecasts additional funds needed for staffing, equipment,

materials, and supplies; directs the monitoring of and approves expenditures; directs the preparation of and implements budget adjustments

- Coordinates and/or performs internal affairs investigations
- Attends and makes presentations at council, interagency, committee and other meetings and conferences
- Actively participates in various professional organizations, and serves on various boards, commissions and committees; attends civic and other community organizations to explain and promote the activities and functions of the department and to establish favorable public relations
- Confers with citizens and City officials on law enforcement problems; assists in the development of innovative law enforcement policies; makes public presentations; advises and assists subordinates in complex criminal and other investigations
- Responds to and resolves difficult and sensitive complaints and requests for information from the public, news media and City staff
- Performs law enforcement duties as required
- Represents the City on boards and committees, in the community, and at professional meetings as required
- Serves as Acting Chief of Police in Police Chief's absence

QUALIFICATIONS

Knowledge of:

- Administrative principles and methods, including goal setting, program and budget development, implementation and control, personnel management and supervision
- City organization and functions; laws, rules and regulations governing Police Department activities
- Applicable federal, state and local laws, codes and ordinances
- Operational characteristics, services and activities of a comprehensive municipal law enforcement program
- Structure, functions and inter-relationships of state and local law enforcement agencies
- Up-to-date law enforcement procedures; use and maintenance of firearms, automotive, radio and other law enforcement equipment
- Public/community relations practices and procedures
- Recent developments, current literature and sources of information related to police science and public safety
- Modern office practices and technology including personal computer hardware and software
- English usage, spelling, grammar and punctuation
- Safe work practices

Skill in:

- Planning, organizing, assigning, supervising, reviewing and evaluating the activities of program areas within the Police Department
- Selecting, training, motivating and evaluating staff

- Developing, implementing, and interpreting goals, objectives, policies, procedures and work standards
- Coordinating Department activities with other City departments and agencies as required
- Analyzing complex problems, evaluating alternatives, and making sound recommendations related to assigned areas
- Interpreting, analyzing, applying and enforcing federal, state and local laws, rules and regulations
- Identifying and responding to community and City Council issues, concerns and needs
- Planning and administering a complex budget; allocating limited resources in a cost-effective manner
- Researching, analyzing and evaluating new service delivery methods, procedures and techniques
- Properly using firearms and other work-related equipment
- Preparing clear, concise and accurate reports, correspondence and other written materials
- Making effective public presentations
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work
- Using computer technology and applications in the performance of daily activities

A typical way of gaining the knowledge and skills outlined above is:

- Equivalent to a Bachelor's degree with major coursework in criminal justice, law enforcement, police science, public or business administration, or related field and eight (8) years of increasingly responsible experience in a municipal police department, including at least one (1) year of recent experience at the rank of lieutenant or above.

LICENSES AND CERTIFICATES

Valid California driver's license

POST Supervisory Certificate

POST Advanced Certificate

POST Management Certificate – highly desirable

PHYSICAL DEMANDS

Mobility to work in an office or field environment, use standard office equipment and attend offsite meetings. On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while performing office and/or field duties; lift light to moderately heavy weights. Requires the strength and stamina to perform law enforcement duties, including safely handling firearms and making arrests and the ability to safely operate a motor vehicle; requires driving on surface streets and occasional exposure to traffic hazards, weather conditions, violence, above average noise, working at heights, etc. Requires manual dexterity to perform simple grasping

and fine manipulation including operating a keyboard; vision to read handwritten and printed material and a computer screen; hearing and speech to communicate in person and by telephone or radio.

FLSA: E

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.